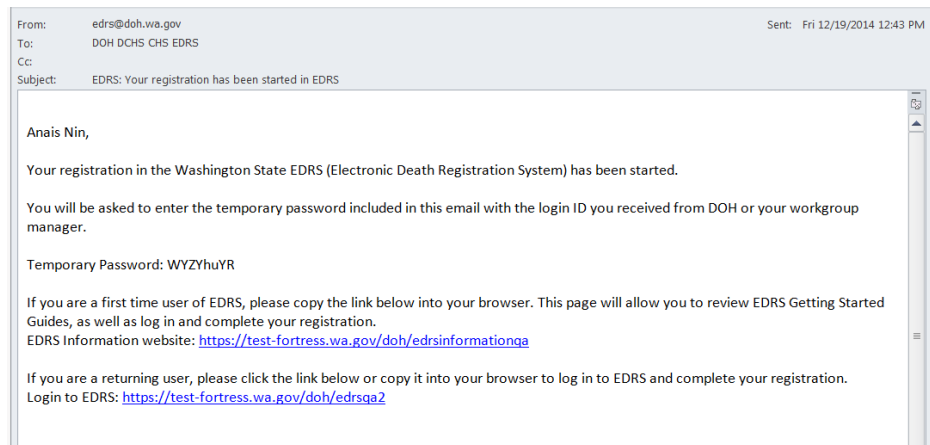


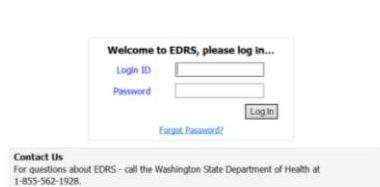
For All Users: This guide is designed to assist all EDRS users logging into EDRS for the first time.

Log into EDRS:

1. Receive your **login ID** from your Organization, Workgroup manager, or the Department of Health.
2. Go to your email and open the email from edrs@doh.wa.gov.



3. Copy your temporary password. If you copy and paste, make sure there are no spaces on either side of the password.
4. Click on **Login to EDRS** at the bottom of the email.
5. Enter your **login ID** provided by your Organization, Workgroup manager, or the Department of Health.



6. Paste or enter your temporary password in the space provided on the login screen.
7. Click on **Log In**
8. Complete your EDRS registration (four steps):
 - Step 1:** Read and accept the Security Disclaimer.
 - Click on **Submit**
 - Step 2:** Change your password.
 - Enter your temporary password again.
 - Enter your new password – your EDRS password from this point forward.

Note: Passwords must be at least eight characters long with at least one of each of the following:

 - Upper case letter
 - Lower case letter
 - Special symbol [!, @, #, \$, %, ^, &, *, +, ?]
 - Number
 - Re-enter your new password in **Confirm New Password**.

Initial Login Guide to the Washington State Department of Health (EDRS)

- Click on **Submit**

Step 3: Security question/answer

- Enter your new password (the password you just created).



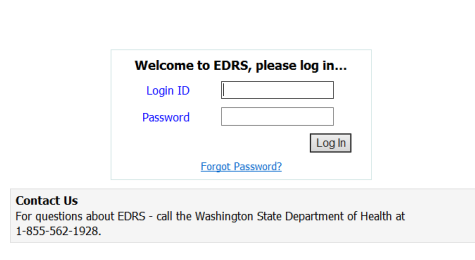
The screenshot shows a web browser window with a blue header bar containing 'Home' and 'Help' links, and a timestamp '12/19/2014 12:47:41 pm'. The main content area is titled 'Complete Registration (4 steps)' with a sub-message 'Your password was updated successfully.' Below this, a grey box contains the heading '3) Security Question/Answer' and a sub-instruction: 'Create and enter a question and answer. You will be asked to answer your security question if you need to reset your password.' The form includes three input fields: 'Current Password', 'Security Question', and 'Security Question Answer', followed by a 'Submit' button.

- Create and enter a **Security Question/Answer** (if you forget your password, you will be asked this security question).

- Click on **Submit**

Step 4: Complete registration.

- Review your profile information and make changes as necessary.
- Click on **Submit**
- The system automatically logs you out and returns you to the EDRS login page.



The screenshot shows a login page with the heading 'Welcome to EDRS, please log in...'. It features two input fields labeled 'Login ID' and 'Password', a 'Log In' button, and a 'Forgot Password?' link. Below the login form is a 'Contact Us' section with the text: 'For questions about EDRS - call the Washington State Department of Health at 1-855-562-1928.'

9. Begin using EDRS.